



## ANNOUNCEMENT FOR PROMOTIONAL TESTING Associate Personnel Analyst

Final Filing Date: **August 1, 2008**

Bulletin Release Date: July 18, 2008



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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** This is a promotional examination for both the Department of Health Care Services and California Department of Public Health. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with either the Department of Health Care Services or the California Department of Public Health. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. Under these rules, California Department of Public Health employees who were employed by the California Department of Health Services prior to July 1, 2007, must request to participate in the examination for Department of Health Care Services if they wish to exercise their rights under these rules.

**HOW TO APPLY:** To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the Internet <http://www.spb.ca.gov/employment/stateapp.htm> and at the department noted on this announcement. Applications may be filed in person or by mail with:

	<b>DEPARTMENT OF HEALTH CARE SERVICES</b>	<b>(916) 552-8336</b>
	<b>Selection and Certification Section</b>	
<b>In Person:</b>	<b>1501 Capitol Avenue, Suite 1501</b>	
<b>By Mail:</b>	<b>MS 1300-1302</b>	
	<b>P.O. BOX 997411</b>	
	<b>Sacramento, CA 95899-7411</b>	

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**FINAL FILING DATE:** Applications (Form STD. 678) must be submitted by **August 1, 2008**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

**SALARY RANGES:** \$ 4400.00 - \$5348.00 per month.

**POSITION DESCRIPTION:** Under general direction and without detailed supervision or review, performs the more responsible, varied and complex technical work of the Department's personnel management program, which includes making decisions and providing advice and assistance on varied and difficult personnel management problems. Associate Personnel Analysts assist in the development of policies and procedures relating to the personnel management program of the Department, develop and administer staff and management training programs related to the Department's personnel management program, and draft departmental personnel rules and regulations. Incumbents interpret and explain civil service law, rules, and procedures; represent the Department at personnel management meetings, conferences; and hearings or proceedings with control agencies (SPB, DPA, DOF); study various personnel operating procedures; and prepare reports, manuals, articles, and correspondence. The Associate may act as lead person for other staff.

Incumbents in a classification assignment also analyze and classify positions; gather and evaluate pay data; conduct classification or pay surveys; prepare class specifications and allocation standards; review proposed personnel actions for conformity with regulations, classification or pay standards or good personnel practice; prepare disciplinary proceedings; and represent the agency before employees and employee organizations,

Incumbents in a selection assignment also conduct job analysis, conduct test research, determine appropriate testing and measurement instruments, develop testing tools (write test items, develop techniques for the appraisal of education and experience, develop standard oral interview items, etc), and administer or supervise the administration of tests.

Positions exist only in Sacramento with the Department of Health Care Services and California Department of Public Human Resources Branch.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by August 1, 2008, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

**Either I**

In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

**Or II**

Experience: Either three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or three years of progressively responsible technical experience, administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management. *(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II.*

*Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst. Range C.)* **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**EXAMINATION INFORMATION:** This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation. In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.

The Department of Health Care Services and California Department of Public Health reserve the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**SCOPE:** Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

**Knowledge of:**

1. Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.
2. Techniques of employee recruitment.
3. Employee relations and performance evaluation.
4. Test construction and source of test materials.
5. Principles, practices, and trends of public administration, and organization and management.

**Skill in:**

1. Applying principles and practices of public personnel management.

**Ability to:**

1. Perform research in various personnel fields.
2. Interpret and apply laws, rules, standards, and procedures.
3. Develop and administer training programs.
4. Analyze and solve difficult technical personnel problems.
5. Appraise qualifications of applicants and interview effectively.

6. Maintain the confidence and cooperation of others.
7. Analyze data and present ideas and information effectively.
8. Train and supervise subordinates.
9. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**ELIGIBLE LIST INFORMATION:** Separate departmental promotional lists will be established for use by the Department of Health Care Services and the California Department of Public Health. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.

**NOTE:** Transfer of list eligibility **is not permitted** from a list established by an E&E examination to a list established by any other type of examination.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929

MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378

Sprint from voice telephone: 1-888-877-5379